

## **Speeding Up VENA – ALT N**

At Fall training, people commented about how many keystrokes it took to get through the VENA questions. Did you know that you can quickly go from one VENA question to the next by pressing ALT N (the Alt key and the N at the same time)?

This is called a Hot Key. Below are some more Hot Keys found in VENA:

ALT A = Add Contact

ALT E = Edit Contact

ALT D = Delete Contact

ALT N = Next

ALT P = Previous

ALT F = Finish

ALT A = Add

### **IN GENERAL**

Many buttons have Hot Keys. If a button has a letter underlined, that is the Hot Key. For example, the button below is telling you that ALT A will do the same thing as pressing the Add Button...



In M-SPIRIT, the underlines may not appear until you press the ALT key.

This will hopefully help speed up VENA. Let us know if this helps!